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WAR FOOD ADMINISTRATION  
Food Production Administration

January 5, 1944

Food Production Memorandum No. 9

Coordination of Statistical Work in FPA

The Federal Reports Act of 1942 and Bureau of the Budget and Departmental regulations issued pursuant thereto provide that all report forms, questionnaires, and similar material for obtaining information from 10 or more respondents shall be cleared, prior to use, with the Bureau of the Budget. Food orders, requests, or other announcements requiring the keeping of records or submission of reports are also subject to clearance prior to their issuance.

In order to facilitate the handling of Food Production Administration materials requiring such clearance, the following staff members have been given the responsibility for arranging for clearance in accordance with established procedures. Requests for clearance of report forms, questionnaires, reporting requirements and the like originating in an agency or branch of the FPA should be taken up with the representative designated below:

Agricultural Adjustment Agency	Joseph L. Orr
Farm Security Administration	John Brewster
Soil Conservation Service	T. D. Johnson
Branches and Staff Offices	E. J. Hayes

Bureau of the Budget clearance of report forms, questionnaires and record-keeping requirements will be the responsibility of Mr. E. J. Hayes of the Office of the Director of Food Production.

*J. B. Hutton*

